

Do you want to look in an Adoption file?

HOW TO:

- Ask the Court to let you read a confidential (secret) adoption file

WHEN TO USE:

- You feel you have a very good reason to see and/ or copy the papers in a confidential (secret) adoption file.
- Important: At least 2 (two) laws requires that you explain to a Judge why you need to see the papers in this file. The papers are confidential so there has to be a **very** good reason.

The laws are **Family Code section 9200** and **Health and Safety Code section 102705**.

You can read both these laws at www.leginfo.ca.gov.

(1) Click on "California Law" at the bottom of the first page, then (2) click on the code you want (like "Family Code", for example) and then (3) enter the number of the code section you want (like "9200") in the box at the bottom of that webpage. Do not include the quote marks.

*Self-Service Center, Superior Court, County of Santa Clara, 99 Notre Dame Avenue, San Jose, CA 95113
408.882.2900 x-2926*

www.sccselfservice.org
Santa Clara County
Self-Help website

www.sccsuperiorcourt.org
Santa Clara County
General website

www.courtinfo.ca.gov/selfhelp
State of California
Self-Help website

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Instructions

A. Fill out the attached blank form (type or print neatly in blue or black ink) using the attached sample form as a guide:

- **Request to: Access Adoption File (local form #XX)**
- **Judge's Order to: Access Adoption File (local form #XX)**

Use the existing adoption case number, no matter how old, when filling out the Request.

B. How to File Your Papers – Follow these easy steps *in order*, from 1 to 4:

1. Make **3 copies** of your completed papers (the original is for the Court and one copy and an extra are for You).
2. **File your papers** in the Probate **Clerk's Office (room #???) at 191 N. First Street, San Jose, CA.** *(If it's the parents, they've already paid the fee, right?)* If you have never filed any papers in this case before the filing fee is **\$271.20 (?)**
 - a. ***If your income is low and you want to ask to not pay the filing fee***, fill out and turn in an **Application for Waiver of Court Fees and Costs** packet (#982(a)(17) and 982(a)(18)). You can get a packet from the Clerk's office or the Self-Service Center. Sample fee waiver forms are available at the Self-Service Center. Turn your fee waiver forms into the Clerk's Office along with your Request form. They will give your Request, Order and fee waiver forms to the Judge for his or her approval.
4. **You will receive a filed copy of the court order** in the mail that says you CAN or CANNOT look at the adoption records in about XX weeks.

If you still have questions, talk to an attorney for legal advice. Referrals to private and low-cost attorneys are available at the Self-Service Center or on the court's website.

You must know the court's local rules. They are available on the court's website.